



---

---

**ASSOCIATE CITY ATTORNEY  
(LEGISLATIVE COUNSEL TEAM)**

**STARTING SALARY: \$53,602  
(Negotiable)**

The City of Atlanta Department of Law is seeking qualified applicants to apply for an Associate, Assistant or Senior Assistant City Attorney position that will be primarily responsible for providing legislative services which include but not limited to bill drafting, research, statutory and Code revision, counseling City Council members on legal issues related to policy making, legislative reference, staffing City Council committees, and preparing relevant reports, such as a summary of enacted legislation.

**MINIMUM REQUIREMENTS**

The City of Atlanta Law Department seeks qualified motivated individuals who are capable of working independently and require limited supervision. The position will involve extensive contact with various City representatives and committees as well as the City Council. The applicant must possess a Juris Doctorate degree and a member in good standing with the State Bar of Georgia. Applicants should demonstrate superior writing skills, excellent analytical skills and strong public speaking skills. The ideal candidate may have prior experience in representing public entities or private entities doing business with public entities. Experience drafting legislation or similar documents such as corporate resolutions is beneficial and will be central to job responsibilities. In addition, Applicants with prior experience representing a municipal or other local government are encouraged to apply. The applicant must be licensed to practice law in the state of Georgia.

Interested applicants should provide a resume, cover letter and writing sample not to exceed 3 pages in length. Please redact any sensitive information prior to submission.

**Please submit resumes to:**

Laurette W. Cadres

City of Atlanta Law Department

68 Mitchell Street S.W.

Suite 4100

Atlanta, GA 30303